



HEALTH AND HUMAN SERVICES DEPARTMENT

Linda Walsh, Interim Commissioner

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Public Health
Prevent. Promote. Protect.

MOBILE FOOD UNIT PERMIT RENEWAL NOTICE

Your permit to operate a Mobile Food Unit expires on May 31st of this year. **Applications received after May 31st will be subject to a \$25.00 late fee.** If applications **are not received by May 31st**, Mobile Food Unit (s) will be ordered not to operate in the City of Newton and may be subject to fines.

Please note: The Newton Health and Human Services Department has adopted the 2009 FDA Federal Food Code in addition to the existing MA State Sanitary Code Chapter X – Minimum Sanitation Standards for Food Establishments 105 CMR 590.000. The Department requires Food Establishments have a written Employee Health Policy. The following FDA website has an excellent hand book that can be used as a resource to develop such policy. It can be found at:

<http://www.fda.gov/Food/GuidanceRegulation/RetailFoodProtection/IndustryandRegulatoryAssistanceandTrainingResources/ucm113827.htm>

To obtain your permit, please submit the following:

- ☐ A completed enclosed Application including your Federal Identification Number and Signature. Incomplete Applications will NOT be processed and considered not filed. A \$25.00 late fee and / or penalties will be charged.
- ☐ Permit Fee: \$90.00 per vehicle with an additional \$10.00 if cartons of milk and \$5.00 for Frozen Desserts (soft serve ice cream and frozen yogurt) are sold. **Only Checks / Money Orders will be accepted – NO CASH.** Make checks payable to “The City of Newton”.
All fees are NONREFUNDABLE.
- ☐ A completed Frozen Dessert Application if soft-serve ice cream or frozen yogurt is sold / offered.
- ☐ A completed enclosed Workers’ Compensation Insurance Affidavit. Attach a copy of the Policy Declaration Page (showing the Policy Number and Expiration Date).
- ☐ A copy of your Certified Food Managers and Allergy Awareness Certificates.
- ☐ A copy of your “Base of Operation” Permit.
- ☐ For Ice Cream Trucks: Per Massachusetts State Law and 520 CMR 15.00, all vendors selling any ice cream, frozen dairy or frozen water-based food products on a truck must undergo a CORI / SORI check with a Police Department in Massachusetts. A Clearance Permit / Letter issued by the Chief of Police or the board or officer having control of the Police in a City or Town, or person authorized by them, must be supplied to the Newton Health and Human Services Department.

The Newton Health and Human Services Department is open Monday – Friday from 8:30 AM – 5:00 PM and until 8:00 PM on Tuesdays. If there are any questions please call the Newton Health and Human Services Department at 617-796-1420.